

4-0828

H. Blake

2 OCT 1964

19160-5

MEMORANDUM FOR: Deputy Director for Science & Technology
Director, NPIC
Chief, Technical Services Division
Director of Communications

SUBJECT: Cataloguing of Agency R&D Projects

1. With the increased amount of Agency resources, dollars and manpower, assigned to research and development, BPAM has been asked to develop a catalogue system which will identify all R&D projects and external research and analysis undertaken by the Agency. A good part of the input to such a catalogue already exists within the various units of the Agency engaged in R&D, and therefore the task is one of standardizing and coordinating the desired type of data.

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2. I have assigned [] of the Budget Division the responsibility for developing appropriate forms and systems to fulfill the cataloguing task. Over the next few weeks [] will be in discussion with all elements concerned with R&D to insure a common understanding and agreement of the methods suggested to meet the requirement. Your cooperation will be most appreciated.

3. The end product of this exercise should provide a meaningful base of information which will be helpful in the justification and support of the Agency's R&D budget. The catalogue will also provide the Director with a comprehensive information source on the extent, scope and institutional framework of proposed and approved R&D efforts. I am hopeful that the catalogue can also serve the existing approval system for R&D programs.

4. We are establishing a completion date of 1 January 1965 in the thought that the information will be available to the Director as backup for his defense of the Agency's R&D programs before Congressional Committees in late January or early February.

*Copies to all AD'S
FMSAC
SP-2*

cc: DD/P

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DD/S

Executive Director-Comptroller

[]
John M. Clarke
Director of Budget, Program
Analysis and Manpower

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